

CBUS 214: Spreadsheet Applications for Business

Homework 1

Date: 18/2/2015

Due Date: 23/2/2015

1. Start Excel to create a new workbook.
2. Save the workbook file with the name *HW1YourName* .
3. In cells A1 to D1, enter the following information

| | | | |
|-------------|-----------------|------------|---------------|
| Name | <i>YourName</i> | ID: | <i>YourID</i> |
|-------------|-----------------|------------|---------------|

4. Merge the cells from A2 to H2 , and then enter **Hotel Report**
5. Enter the following information in cells A3 – E11.

| ID | Arrive | Depart | Name | Guests |
|----|--------|--------|----------|--------|
| 1 | 30-Nov | 3-Dec | Bill S. | 2 |
| 2 | 1-Dec | 3-Dec | Art P. | 2 |
| 3 | 2-Dec | 6-Dec | Ben X. | 1 |
| 4 | 3-Dec | 6-Dec | Fred I. | 4 |
| 5 | 4-Dec | 5-Dec | Ann E. | 2 |
| 6 | 5-Dec | 10-Dec | Jane K. | 5 |
| 7 | 6-Dec | 12-Dec | Ken H. | 3 |
| 8 | 7-Dec | 19-Dec | Chris R. | 1 |

6. Use **AutoFill** Feature to Fill the '**ID**' Column and '**Arrive**' Column.
7. Add new Columns in F3 "Room Type", G3 "Nights", H3 "Total Price" :

| | | |
|-----------|--------|-------------|
| Room Type | Nights | Total Price |
|-----------|--------|-------------|

Your spreadsheet will look as follows in Excel.

| ID | Arrive | Depart | Name | Guests | Room Type | Nights | Total Price |
|----|--------|--------|----------|--------|-----------|--------|-------------|
| 1 | 30-Nov | 3-Dec | Bill S. | 2 | | | |
| 2 | 1-Dec | 3-Dec | Art P. | 2 | | | |
| 3 | 2-Dec | 6-Dec | Ben X. | 1 | | | |
| 4 | 3-Dec | 6-Dec | Fred I. | 4 | | | |
| 5 | 4-Dec | 5-Dec | Ann E. | 2 | | | |
| 6 | 5-Dec | 10-Dec | Jane K. | 5 | | | |
| 7 | 6-Dec | 12-Dec | Ken H. | 3 | | | |
| 8 | 7-Dec | 19-Dec | Chris R. | 1 | | | |

8. **In "Room Type" Column:** Use the IF Function; If the Guest Number more than 2 , the value in Room Type should be "Suit", Otherwise, the value in Room Type would be "Single Room".

In "Nights" Column: Calculate the total nights that guest spent in the hotel, By Subtract the arrive date from depart date (**Depart column – Arrive column**).

9. In range E14 – F16 , Enter the following information :

| Room | Rate/Night |
|-------------|------------|
| Single Room | \$50.00 |
| Suit | \$100.00 |

10. Make sure both the "**Rate/Night**" Column and "**Total Price**" column have **currency type** so that the dollar sign is shown.
11. Calculate **Total Price** (column H) as
- If the number of guest more than two, the formula would be the rate of suite (F16)* number of nights.
 - If the number of guest less than two, the formula would be the rate of Single room (F15)* number of nights.

12. In range A14 – B17 , Enter the following information :

| | |
|------------------------------|---------|
| Report Date | 2/17/15 |
| Total Days for Report | 8 |
| Max Nights | 12 |
| Min Nights | 1 |

13. In B14, Enter Function that displays the date of today.
14. In B15, Enter Function that Counts How many days we have the report (Count the rows in the first table.).
15. In B16, Enter Function that Calculate maximum number of nights column.
16. In B17, Enter Function that Calculate minimum number of nights column.
17. Make border to your tables.
18. Save the workbook.

Your final spreadsheet should look like the following when printed.

| | | | |
|-------------|-----------------|------------|---------------|
| Name | <i>YourName</i> | ID: | <i>YourID</i> |
|-------------|-----------------|------------|---------------|

Hotel Report

| ID | Arrive | Depart | Name | Guests | Room Type | Nights | Total Price |
|----|--------|--------|----------|--------|-------------|--------|-------------|
| 1 | 30-Nov | 3-Dec | Bill S. | 2 | Single Room | 3 | \$150.00 |
| 2 | 1-Dec | 3-Dec | Art P. | 2 | Single Room | 2 | \$100.00 |
| 3 | 2-Dec | 6-Dec | Ben X. | 1 | Single Room | 4 | \$200.00 |
| 4 | 3-Dec | 6-Dec | Fred I. | 4 | Suite | 3 | \$300.00 |
| 5 | 4-Dec | 5-Dec | Ann E. | 2 | Single Room | 1 | \$50.00 |
| 6 | 5-Dec | 10-Dec | Jane K. | 5 | Suit | 5 | \$500.00 |
| 7 | 6-Dec | 12-Dec | Ken H. | 3 | Suit | 6 | \$600.00 |
| 8 | 7-Dec | 19-Dec | Chris R. | 1 | Single Room | 12 | \$600.00 |

| | |
|------------------------------|----------------|
| Report Date | 2/17/15 |
| Total Days for Report | 8 |
| Max Nights | 12 |
| Min Nights | 1 |
| Total days | 0 |

| | |
|-------------------|----------|
| Rate/Night | |
| Single Room | \$50.00 |
| Suit | \$100.00 |